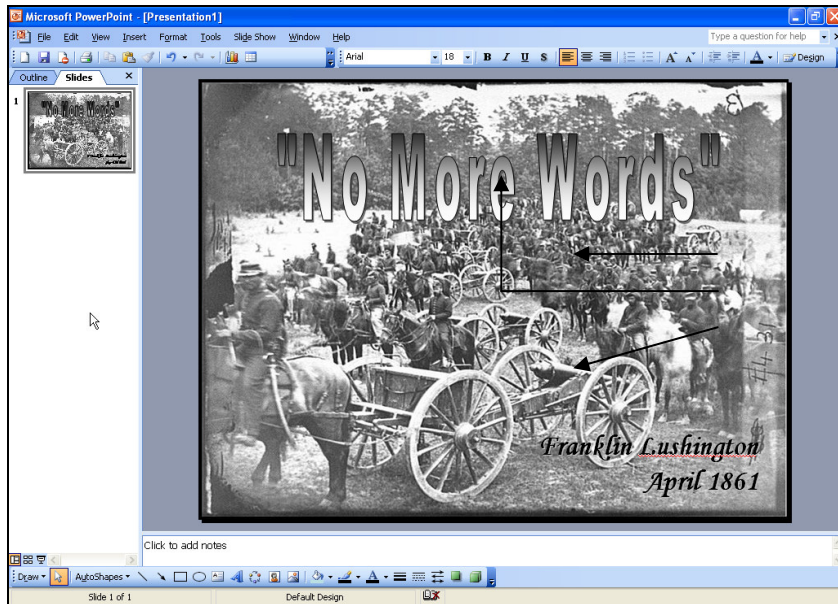


## Saving a PowerPoint Slide as a JPEG Image File

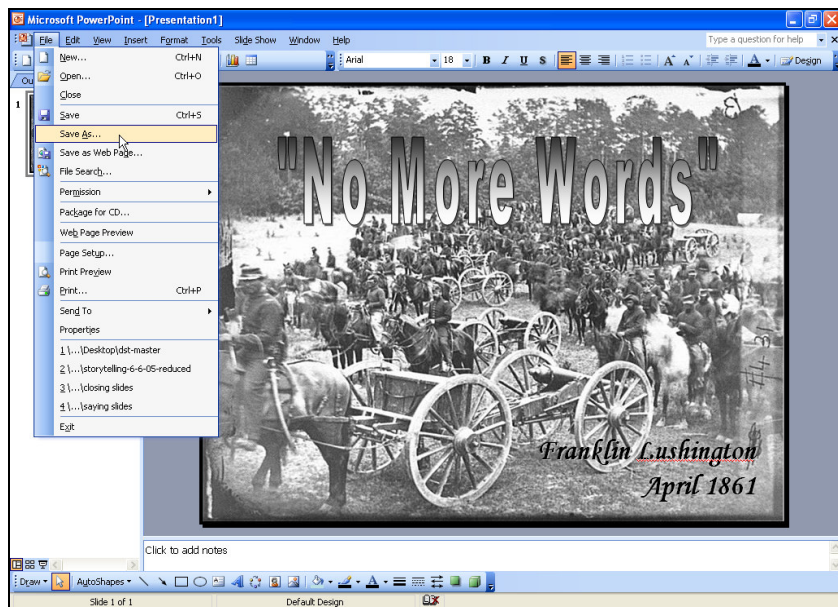
Use these directions to create a JPEG image file that can be imported into PhotoStory or MovieMaker.



1. Open PowerPoint
2. Create a PowerPoint slide as you normally would.

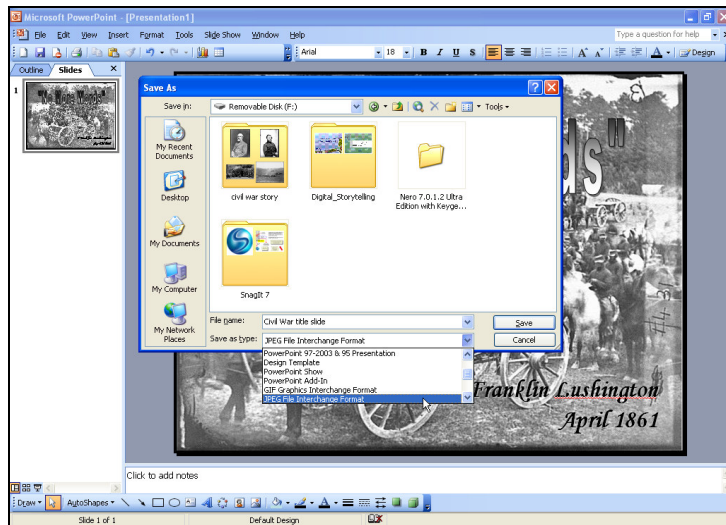
In this example the follow changes were made:

- Background image added
- WordArt added
- Text Box added



3. On the Menu toolbar, go to:

**File → Save As**



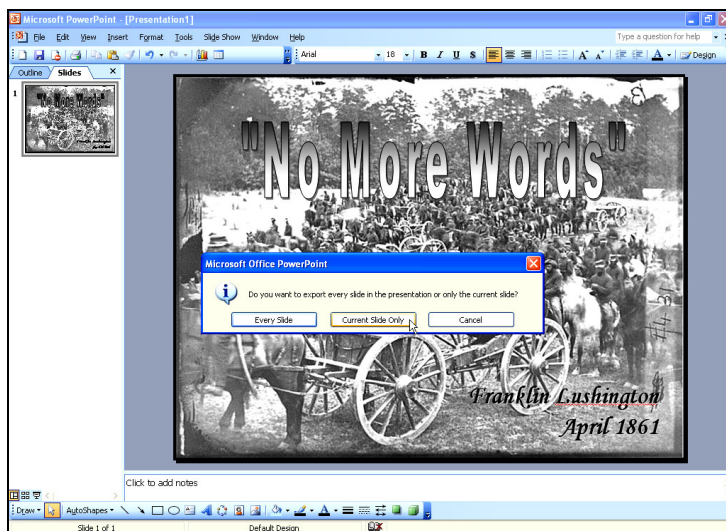
4. In the **Save As** window:

-- **Select the destination** for the image to be saved, i.e. the Desktop, your H:// drive, or a flash drive.

In this example it is a flash drive ~ *Removable Disk (F:)*

-- **Rename file**, i.e. *Civil War title slide*.

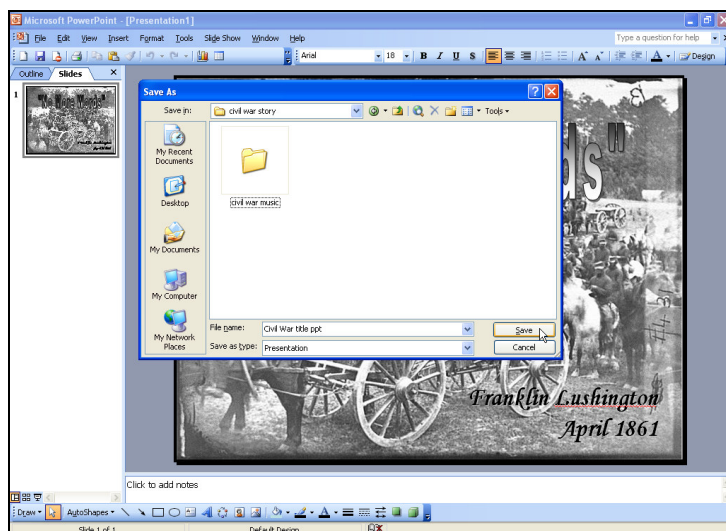
-- Select **Save as type: JPEG**



5. You will next be prompted to save **"Every Slide"** or **"Current Slide Only"**. Select whichever one is appropriate.

*In this example only one slide was created, so it doesn't matter which is selected. However, had more than one slide been created, for example an ending credit slide, then select "Every Slide".*

*The new image can now be imported into Photo Story or Movie Maker was you would any other image file.*



7. Consider saving the PowerPoint slides as you would any other PowerPoint. This way you can edit them later if needed, and save again as JPEGs.